

RFP 25-200 Community Relations Consultant

This notification serves as an addendum to the RFP documentation and provides finalized details regarding the upcoming presentation phase, including the assigned time slots for each vendor. Please read the following information carefully.

To: All Interested Parties

Subject: Vendor Presentation Schedule with Assigned Time Slots

Presentation Schedule

Presentations will be held on Monday, January 27, 2025, from 9:30 AM to 11:30 AM. Each vendor will be allotted 20 minutes to present their proposal, followed by 5 minutes for the evaluation team to ask questions and 5 minutes for setup and transition before the next presenter.

Below are the assigned time slots for each vendor:

- Sachs Media: 9:30 AM – 9:55 AM
- Global-5: 10:00 AM – 10:25 AM
- rbb Communications: 10:30 AM – 10:55 AM
- National Strategies Public Relations: 11:00 AM – 11:25 AM

It is critical that all presenters adhere to their assigned time slots to ensure fairness and maintain the schedule.

Instructions for Presentations

Please arrive or log in to the designated platform 15 minutes prior to your scheduled presentation time to ensure technical readiness.

Presentations will be held via Microsoft Teams Need

[Join the meeting now](#)

Meeting ID: 275 762 077 517

Passcode: 6tz7Tk9K

Ensure your presentation materials are prepared and aligned with the evaluation criteria outlined in the RFP.



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If using multimedia, confirm compatibility with the provided equipment or virtual platform ahead of time. If you have any questions or require assistance with the scheduling process, please contact us at Anthony.hernandez@elcpalmbeach.org.

Notification of Outcome

The Early Learning Coalition of Palm Beach County (ELCPBC) will notify all vendors of the outcome of the presentations at a later date. Further communication regarding this will be sent once the evaluation process has been completed.

Sincerely,

Anthony Hernandez

Procurement Director